



MEETING MINUTES

09.10.19

Renovations to DSHA Offices 18 The Green

Attendees:

Name:	Company Represented:	Company Abbreviation:
Emily Lanter	Delaware State Housing Authority	DSHA
Steve Gherke	Delaware State Housing Authority	DSHA
Rita Sheranko	Delaware State Housing Authority	DSHA
Craig Jones	Delaware State Housing Authority	DSHA
Robert J Bartilomo	Architectural Alliance, Inc.	AA
Bidders per attached sign-in sheet		

Distribution List:

Emily Lanter	Delaware State Housing Authority	DSHA
Steve Gherke	Delaware State Housing Authority	DSHA
Rita Sheranko	Delaware State Housing Authority	DSHA
Craig Jones	Delaware State Housing Authority	DSHA
Robert J Bartilomo	Architectural Alliance, Inc.	AA
Bidders per attached sign-in sheet		

Mandatory Pre-Bid Meeting Minutes:

Item

01.01 Introduction:
Steve Gherke introduced the owner team and architect with DSHA and Architectural Alliance.

01.02 Background information:
Delaware State Housing Authority is a public corporation in the Executive Department of the State of Delaware created in 1968. The Administrative Offices which consist of (6) historic townhome style buildings and (1) accessory structure are the subject of the renovation. With the exception of the accessory structure, the buildings will be occupied and continue to serve the public during construction. The successful bidder shall obtain and pay for all permits required for this project as part of their overall bid.

COMPETITIVE SEALED PROPOSAL

It has been determined by Delaware State Housing Authority that this solicitation be offered as a request for competitive sealed proposal.

SCOPE OF WORK

The historical project consists of re-roofing, roof repair, façade renovation, window restoration/replacement, fire escape reconstruction and rebuilt accessory.

CONTRACT REQUIREMENTS

The Owner will evaluate bids in response to this solicitation, and will award a contract to the responsible bidder whose bid, conforming to this solicitation, will be most advantageous to the owner considering price and experience.

CONTRACT PERIOD

This contract period shall be within 120 calendar days from the time schedule established in the Notice to Proceed issued by the Contracting Officer.

01.03 Bid Opening:
Thursday, September 26, 2019 @ 2:00 P.M.

01.04 Minimum Wage Rates:
The Delaware Department of Labor has determined that work under this central contract is subject to prevailing wages.

01.05 Work Hours:
Work in currently occupied areas should generally be conducted during normal business hours (8:00 a.m. – 4:30 p.m. Mon. – Fri.). Additional days & times will be discussed with the contractor once the project has been awarded.

01.06 Bond requirements:

Bid Bond: Each proposal will be accompanied by a Bid Bond utilizing AIA Document A310 or by a Certified Check from a solvent bank or trust company, made payable to Delaware State Housing Authority in an amount equal to 10% of the amount of the proposal. All bonds must be provided by a Corporate Surety Company licensed

to provide bonding in the State of Delaware and whose name appears on the U.S. Treasury's Department list of acceptable surety companies.

Performance and Payment Bond: Prior to execution of the Contract, the Bidder shall furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder in an amount equal to 100% of the amount of the Contract. The Bonds shall be submitted utilizing The American Institute of Architects AIA Document A312. Bonds may be secured through the Bidder's usual sources, but must be provided by a corporate surety company licensed to provide bonding in the State of Delaware, and the cost shall be included in the proposal. The surety must also be listed on the U.S. Treasury Department's list of acceptable sureties.

01.07

Insurance:

Owner insurance requirements were discussed as follows

Successful Bidder shall show Proof of Insurance as follows:

1. Minimum \$1,000,000 Combined Single Limit General Liability
2. Minimum \$100,000/\$500,000 Workers Compensation
3. Minimum \$1,000,000 Automobile Liability
4. Minimum \$1,000,000 Umbrella Coverage
5. Endorsements for PER JOB/PER PROJECT AGGREGATE, Delaware State Housing Authority
6. Architectural Alliance and Delaware State Housing Authority to be named as an additional insured
7. Waiver of Subrogation clause to be attached

01.08

Bidding Procedures:

Bids shall be submitted using the Bid Forms and attachments included in the bid package.

01.09

Proposal Reply Section:

Proposed Repairs & Renovations to Administrative Offices

Please fill out the attached forms fully and completely and return with your proposal in a sealed, plain enveloped inscribed only with the title of the project, Contractor name and address, time and date of the proposal opening.

01.10

Substitutions and Addenda:

Substitutions

1. Requests for substitutions must be submitted during the bid period within (5) working days of bid due date.
2. See also Section 01 3300 Submittal Procedures for additional requirements.

Addenda

If it becomes necessary to revise any part of this RFP, revisions will be posted at <http://bids.delaware.gov/>. By submitting an offer to the Owner, Contractors have

acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Request for Proposal.

1. Addenda will be emailed to all who attended the mandatory pre-bid meeting.

2. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

3. No Addenda will be issued later than 3 working days prior to the date for receipt of Bids.

4. Each bidder shall ascertain prior to submitting his Bid that they have received all Addenda issued, and he shall acknowledge their receipt in their Bid in the appropriate space.

- 01.11 Security:
Window openings shall be secure during window removal and restoration.
- 01.12 Historic District:
With exception of the storage shed, the buildings are part of a historic district and are subject to board review and approval. Restoration is designed and intended to be as historically accurate as possible.
- 01.13 Staging and access:
Some areas have limited access and space for staging. DSHA to review and approval all proposed staging areas. The owner may provide limited parking or lawn area for staging. Shrubs and landscaping may be in the path of construction. Contractors shall work around such conditions, should there be a conflict, contractor shall notify DSHA and the owner will address. Contractors will be responsible for repair of damage caused to staging areas. Paving/ grass and landscaping must be restored to their original condition.
- 01.14 Power:
Emily asked Craig Jones (DSHA, Electrician) if there were outlets available for the contractors. Craig confirmed outlets will be available.
- 01.15 Work hours:
Business hours are 8:00 a.m. – 4:30 p.m. Mon. – Fri., and that work should stay within City of Dover ordinances. Steve G. commented that weekend hours may be addressed later as needed.
- 01.16 Ginko Tree:
There is a large Ginko tree on the site that is on the National Register. The tree shall be protected at all times.
- 01.17 City inspections:
The City will be required to perform inspections on new construction items including but not limited to the ramps, concrete steps, fire escape and shed structure. Contractors will be responsible for scheduling inspections with the City of Dover.
- 01.18 Site Walkthrough:
A walk through was conducted of the building exteriors. AA and DSHA reviewed the scope of each building with the bidders in attendance. Additional visits are permissible. Bidders were instructed to check in at the front desk in Building 18 upon arrival to the site. Two condensing units are identified on the drawings to be relocated to avoid conflict with the proposed fire escaped. Relocation of the units shall be removed from the scope and will be addressed by DSHA.

cc: Distribution list, file

Attachments: Sign-in sheet

PROPOSED REPAIRS & RENOVATIONS TO ADMINISTRATIVE OFFICES
PRE-BID MEETING

Thursday, September 5, 2019 10:00 a.m.

Sign-In Sheet

DSHA WILL NOT BE RESPONSIBLE FOR ISSUING ADDENDA IF COMPLETE
INFORMATION IS NOT PROVIDED BELOW

Please PRINT

Use 2 lines if necessary

<u>Check #</u>	<u>CD#</u>	<u>Name & Organization</u>	<u>Address</u>	<u>Phone/Fax #</u>	<u>E-Mail</u>
		LC Bathing Bldrs	344 Appleton Rd. Elkton, MD	410-398-0800	albatron@aol.com
		PETE GERARDI GERARDI CONSTRUCTION, INC	409 JARRALL'S RD FELTON DE	302-745-6252	GERARDI.CONSTRUCTION@GMAIL.COM
		COMMONWEALTH CONCRETE BILL BOOTH	2317 PENN AVE WILM. DE 19806	302-654-6611 302-654-2604 FX	bbooth@it'sCOMMONWEALTH.COM
		Architectural Alliance Bob Bantilomo	1309 Vesic Rd Ste 22 Wilmington, DE 19810	302-478-3777	b.bantilomo@archalliance.com
		Steve Gherke DSHA	18 The Green Dover, DE 19901	(302) 739-4263	
		Emily Lanter DSHA	18 The Green Dover, DE 19901	(302) 739-4263	

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		6. Fesaleh Ibrahim	101 S. Mary Street	302-287-0239	Jem. Jaldesno Sfahadaka
		BANCROFT CONST. ROB JADICK	1300 N. GRANT AVE. WILM DE 19806	302- ²⁵⁴⁻⁶⁴² 655	TRJADICK@BANCROFTUSA.COM
		GRENW DIAMOND STEPHEN JACISON	24 MEMORIAL AVE FELTON, DE 19743 302-284-1177 P 302-284-1175 F		Steve G green diamond builders.com
		Rita Sheranko DSHA	18 TC Dover		

Check #	CD#	Name & Organization	Address	Phone/Fax #	E-Mail
		MiddleTown	PAINTING LLC PO BOX 325	(302) 236-8969	MiddleTownPainting@GMAIL.COM.
		Jason Stullings	60 Hopkins Cemetery Rd.	302-398-9290	
		Quality Exteriors, Inc.	Harrington, DE 19943	302-398-9283	jason@gexteriorsinc.com
		Craig Jones	18 The Green	739-4263	
		DSA			

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		DELMARVA VETERAN BUILDERS COREY NICHOLS	120 E MARKET ST SALISBURY MD	443-736-1584	COREY@DELMARVA VETERAN BUILDERS .com
		Marc Wolfe Deldeo Builders Inc	100 Naamans Rd Suite 3F Claymont DE	P 302 791 0245 F 302 791 6245	MarcWolfe@ Mac.Com
		Ryan Jackson Amaker Inc	73 Clinton St Delmar City DE 19706	FAX 302 834-8681 (302) 834-8664	Amaker@aol.com